

Meeting
FILED:
RETURN TO
RECORDS MANAGEMENT DIVISION

PRELIMINARY ANNOUNCEMENT

YOU ARE INVITED TO ATTEND AND PARTICIPATE IN . . .

The Seventh Annual Office Management Training Conference

at the

University of Maryland

November 11, 12, 13, 1954

Conference Theme:

"SWAT COST"

(System With Applied Theory Creates Office Saving Tempo)

Conducted Jointly

by the

College of Business and Public Administration

and

All Chapters in Area III,

National Office Management Association (NOMA)

(Complete information in printed form will be available October 1, 1954)

PROCEDURE

The program will run Thursday, November 11, through Saturday A.M. November 13, from 9:00 A.M. to 4:45 P.M. Each full-time enrollee will be given five sessions by speakers of national prominence in their respective fields.

A formal presentation of the topic will be made at each session with an opportunity for questioning the speaker from the floor. After which the attendees will assemble in small round-table groups to discuss cases pertinent to the topic under consideration. The speaker will follow the consideration of the cases with a summary of the efforts of the round-table groups.

The program has been designed so as to acquaint the enrollees with modern techniques in keeping office costs at a minimum and will be presented in a manner such as to permit immediate application to their own organization.

THIS CONFERENCE IS DESIGNED FOR:

- Managers of Activities Involving Paperwork
- Office Managers or Supervisors
- Industrial Engineers
- Methods and Procedure Analysts
- Systems Analysts

Enrollment will be limited so as to permit through the round-table discussions effective participation and allow a full discussion of all questions which may arise.

CONFERENCE PLANNING AND STEERING COMMITTEE

General Chairman - Cline W. Otey, Baltimore
Sub-Committee Chairman
Program and Publicity - Phillip Rothar, Washington
Chesapeake & Potomac Telephone Company
Housing and Entertainment - James D. Owens, Washington
D. N. Owens and Company, Inc.
Registration - Arthur S. Patrick, Associate Professor
College of Business and Public Administration
University of Maryland, College Park, Maryland

GENERAL INFORMATION

FEES: The full registration fee is \$25.00, which includes all technical sessions, the banquet, and football ticket. Partial registrations may be made for \$4.00 per session (half-day) and additional tickets for banquet (\$5.00) and football game (\$3.75) may be obtained at time of application.

ACCOMMODATIONS: All reservations should be made directly with the hotel or motel of your choice--see enclosed information on hotels.
(NO HOUSING IS AVAILABLE ON THE UNIVERSITY CAMPUS)

OFFICE MACHINES AND EQUIPMENT EXHIBIT: All available space in the Student Union will be used to exhibit office machines and equipment, and every effort will be made to show the office machines and equipment that will contribute to the effectiveness of the conference.

TICKETS: Requests for additional banquet and football tickets must be submitted before November 8. Husbands or wives of attendees as well as their friends are invited to these events.

APPLICATIONS: Applications will be accepted in order of receipt and should be made at the earliest possible date. Send applications to Arthur S. Patrick, College of Business and Public Administration, University of Maryland, College Park, Maryland. Make checks payable to the Office Management Training Conference.

MEALS AND BANQUET: Meals may be obtained from the University Dining Hall at a reasonable charge. The banquet will be held at 6:30 P.M. on Friday, November 12, at the University of Maryland. The program will be varied and entertaining and of interest to those in attendance at the Conference, their husbands or wives, and friends.

TRANSPORTATION: College Park and the University of Maryland campus are located less than eight miles from the heart of the Nation's Capital, Washington, D. C. Those arriving in Washington by air or rail will find excellent transportation facilities available to College Park. College Park is served by the Capital Transit Street Car and Bus system and by Greyhound and Trailways bus lines. The campus fronts on the Baltimore-Washington Boulevard, U. S. Route No. 1.

PROGRAM

Thursday, A.M., November 11

FIRST SESSION

Topic--SWAT COST WITH WORK SIMPLIFICATION PRINCIPLES, METHODS,
AND TECHNIQUES AS APPLIED TO OFFICE OPERATIONS.

Speaker--Mr. James Greenwood
Massachusetts Mutual Life Insurance Company
Springfield, Massachusetts

Thursday, P.M., November 11

SECOND SESSION

Topic--SWAT COST BY SIMPLIFYING OFFICE SYSTEMS AND PROCEDURES.

Speaker--Mr. James Greenwood

Friday, A.M., November 12

✓ THIRD SESSION

Topic--SWAT COST WITH RECORD KEEPING KNOW-HOW.

Speaker--Leta Stroben Harvey
Record Controls, Incorporated
New York, New York

Friday, P.M., November 12

FOURTH SESSION

Topic--SWAT COST WITH AN INTEGRATED DATA PROCESSING PROGRAM.

Speaker--Mr. James Thomson
U. S. Steel Corporation
Pittsburgh, Pennsylvania

BANQUET--University of Maryland

Saturday, A.M., November 13

FIFTH SESSION

Topic--GOOD OFFICE LEADERSHIP DELIVERS.

Speaker--Dr. Gordon L. Lippitt
National Training Laboratory in Group Development

Saturday, P.M., November 13

FOOTBALL GAME--Maryland University vs Clemson University

REGISTRATION BLANK

AREA THREE OFFICE MANAGEMENT TRAINING CONFERENCE

UNIVERSITY OF MARYLAND

November 11, 12, 13, 1954 - College Park, Maryland

PLEASE FILL IN AT ONCE AND MAIL TO A.S. PATRICK, COLLEGE OF BPA, UNIVERSITY OF
MARYLAND, COLLEGE PARK, MARYLAND

Wives and Friends are cordially invited to the Banquet and the Football game at the rates indicated below. Be Sure to order tickets for these functions on the form.

IT WILL BE TOO LATE WHEN YOU ARRIVE IN COLLEGE PARK

	Quantity	Total
1. FULL CONFERENCE REGISTRATION Includes all technical sessions, banquet and football ticket--does not include breakfasts.	_____	\$25.00 _____
2. SINGLE SESSION REGISTRATION (Each half-day represents a single session) Encircle the number of the session(s) planning to attend 1 2 3 4 5.	_____	\$ 4.00 _____
3. ANNUAL BANQUET (Extra tickets) Friday, November 12, 6:30 P.M.-- University Dining Hall	_____	\$ 5.00 _____
4. FOOTBALL (Extra tickets, Maryland vs Clemson) Saturday, November 13, 2 P.M.	_____	\$ 3.75 _____

Check Enclosed \$ _____

(Please make checks payable to - Office Management Conference)

This information below will be used to: Prepare your Badge and Official Registration List. Please fill in carefully the Name, Address, Company, Chapter Affiliation, if any, and size of office force of everyone in your party.

NAME	Company and Address	City & State	Chapter	No. in Office Force

- POINTS TO REMEMBER
- All reservations, to assure a place for you, should be made in advance
 - All banquet and football tickets must be requested by November 8
 - Full refunds only up to November 8--later refunds will not include banquet or football tickets
 - Make reservations for accommodations directly with hotel or motel preferred. No housing will be available on the Campus.